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SAN FRANCISCO PUBLIC LIBRARY

COMMISSION MEETING

November 7, 1973

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DR. KEVIN O. STARR

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SAN FRANCISCO PUBLIC LIBRARY

COMMISSION MEETING

November 7, 1973

Proceedings of the regular meeting of the San Francisco Public Library Commission held Wednesday, November 7, 1973, in the Commissioners' Room, Main Library.

Before the Commission Meeting was called to order, Miss Mary Louise Stong, President, announced presentation from the Lurie Foundation of $38,000 to the Friends of the Library which will be used to remodel the Exhibit Room as the Louis Lurie Meeting Room. Thanks were extended to Mrs. Stern and Mr. Averbuch for efforts in making this possible. The architect's plans were on display.

The meeting was called to order at 3:45 by President Callanan.

On roll call, the following were noted present: Commissioners Callanan, Day Lisle, Malone, McDonnell, Stern and Tournahu.

It was moved by Commissioner McDonnell, seconded by Commissioner Stern that the minutes of the October meeting be approved as submitted. There being no objection, it was so ordered.

ACTING CITY LIBRARIAN'S REPORT
DR. KEVIN O. STARR

1. Thanks were expressed to Lawton-Kennedy printers for printing items relating to Oscar Lewis Exhibit and the Grabhorn Collection.

2. Reporters have requested Library Commission Meeting minutes. As these are a matter of public record they will be available.

3. The policy of the Public Library not having political or religious exhibits was discussed in relations to a proposed exhibit by Dr. John Bodo on the Old First Presbyterian Church. It was decided that this would be classed as historical or cultural and that such decisions are to be at the discretion of the City Librarian.

4. Mr. David Belch was called on to introduce the Library's frist publishing venture--Christmas Cards orginating from the Special Collections Department and on sale in the Special Collections Department and the following Branches: Business, Marina, Richmond, Parkside, Excelsior, and Merced.

5. The Library Technical Assistants are now organized and will be represented on the Advisory Council by Connie Suez.

6. The first Library Staff Meeting was held and such meetings are to continue on a monthly basis.

ASSISTANT CITY LIBRARIAN'S REPORT
MRS. CAROL E. MOSS

1. Announced that the field workers from San Jose State Library School and UC Berkeley Library School are progressing well with projects in the Library.

2. Announced that a survey of Branch hours progress report will be made next month.

SECRETARY'S REPORT
MR. GEORGE CERASI

1. Read a communication from Supervisor Quentin Kopp, dated October 3, 1973, about complaints of the inadequate library at Ashton and Ocean Avenues, and asking if the Library Commission would be interested in using part of the Homewood Terrace site for a library. Mr. Cerasi stated that a response was already sent to Supervisor Kopp, advising contact will be made with the people connected with Homewood Terrace. The Secretary went on to report that he was told by the Architect of Homewood Terrace, the commercial site was to be sold later this month. Therefore, the new owners will be contacted when this takes place.

FRIENDS OF THE LIBRARY REPORT
MISS MARY LOUISE STONG, PRESIDENT

No Report

MAIN LIBRARY COMMITTEE
COMMISSIONER LISLE

No Report

BUDGET AND OPERATION COMMITTEE
COMMISSIONER McDONNELL

1. It was moved by Commissioner McDonnell, seconded by Commissioner Day, and unanimously approved that the expenditures from the Fuhrman fund for the purchase of books in the amount of $3,962.74 be accepted.

2. Dr. Starr suggested that the generosity of Mr. Fuhrman should be recognized by renaming the Business Branch the Fuhrman Branch. The matter was given to the Library Extension Committee for further study.

3. The proposed budget for 1974/75 was reviewed by Commissioner McDonnell. The 1974/75 Budget Request is attached. Mr. Williams was commended for his preparation of the line item budget. Largest increases are in the areas of salaries, library and reference books, and mandatory fringe benefits. A revised personnel request list will be submitted by Dr. Starr. It was moved that the budget request as submitted be adopted. Discussion followed with several emphasizing that all items on the budget are necessary and justifiable. Commissioner Stern suggested the assistance of the Friends on budget meetings.

4. Commissioner McDonnell discussed the issue of Sunday opening and noted that priorities had to be established and the funding for an electronic charging system is being requested instead of Sunday opening funding.

Commissioner McDonnell also pointed out that Technical Services was not in the budget as no action had been yet taken on last years request for supplemental appropriation. President Callanan will meet with the Mayor on this issue.

It was moved by Commissioner Lisle, seconded by Commissioner Tournahu, and unanimously approved that the Library Budget in the amount of $7,035,275 for fiscal year 1974/75 be accepted.

PERSONNEL AND STAFF RELATIONS COMMITTEE
COMMISSIONER MALONE

1. It was moved by Commissioner Malone, seconded by Commissioner Tournahu, and unanimously approved that the following resolution be adopted:

RESOLUTION #694

Approval, non-Civil Service, temporary, and recertification of temporary appointments made during the month of October.

(attached to minutes)

LIBRARY EXTENSION
COMMISSIONER DAY

No report

COMMUNITY AFFAIRS COMMITTEE
COMMISSIONER TOURNAHU

It was moved by Commissioner Tournahu, seconded by Commissioner McDonnell, and unanimously approved that the Library's Public Relations Activities Report for the month of October, 1973 be accepted.

LIBRARY RESOURCES COMMITTEE
COMMISSIONER STERN

1. Commissioner Stern expressed appreciation for the Colt and Jungle Press items of the Jane Grabhorn Collection brought in to the library by Mr. Andrew Hoyem. Dr. Starr suggested an honorary curatorship for Mr. Hoyem be established. It was moved by Commissioner Stern, seconded by Commissioner Lisle, and unanimously approved that Andrew Hoyem receive a citation naming him as honorary curator of the Grabhorn Collection on the History of Printing and the Development of the Book.

President Callanan, in connection with a nation-wide search for a City Librarian, appointed Commissioner Stern to chair an Advisory Committee for purposes of making recommendations. The Committee will establish guidelines relative to job description and qualifications. Interested parties are invited to participate. The Acting City Librarian was asked to locate and submit files relative to the appointment of the two previous city librarians.

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It was moved by Commissioner McDonnell, seconded by Commissioner Stern, and unanimously approved that as the Fuhrman fund's $205,000, now invested in certificates of deposit maturing November 8, be reinvested in certificates of deposit at 8 1/2% for a period of 30 days.

There being no further business to come before the Commission, the meeting was declared adjourned until Tuesday, December 4, 1973 at 3:30 p.m.

Respectfully submitted,

GEORGE CERASI
Secretary
San Francisco Public Library Commission

BUDGET REQUEST 1974/75

Recapitulation	73/74	Ongoing Costs	New Items	Total Increase
Permanent Salaries	$3,032,156	$ 71,690	$ 516,151	$ 587,841
Perm. Salaries - Annex	26,568	210	-0-	210
Overtime	1,000	-0-	2,228	2,228
Extended Work Week	-0-	-0-	-0-	-0-
Temporary Salaries	1,000	-0-	3,120	3,120
Wages	56,039	18,650	22,467	41,117
Wages - Temp.	385,445	-0-	-0-	-0-
Contractual Services	224,050	17,516	68,383	85,899
Maint. & Repair, Auto Equip.	3,600	100	-0-	100
Bookbinding	55,000	-0-	-0-	-0-
Subscriptions	125,000	-0-	50,000	50,000
Materials & Supplies	68,280	14,949	9,160	24,109
Equipment	96,683	-0-	180,111	180,111
Lib. & Ref. Books	810,000	40,500	75,000	115,500
Fixed Charges	55,779	4,527	-0-	4,527
Mandatory Fringe Benefits	586,110	75,681	118,120	193,801
Services of Other Depts.	69,179	3,297	142,526	145,823
Revolving Fund Increase	2,000	(2,000)	5,000	3,000
TOTAL	$5,597,889	$245,120	$1,192,266	$1,437,386

Budget 1973/74	$5,597,889
Total Increase	1,437,386
Total Budget Request 1974/75	$7,035,275

November 7, 1973

RESOLUTION NO. 693

RESOLVED that the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the Acting City Librarian for the month of October, 1973, be approved:

1422 Jr. Clerk Typist
Charles Armstrong
Nancy MacDuckston
Laurie McGee
Ross Payson

1424 Clerk Typist
Keith Inouye

1444 Clerk Stenographer
Richard Kelly

3602 PT Page
Luis Espinoza
Steven Hom
Robert Kaufman
Umaru Lamin
David Lee
Maxine Leibowitz
Alvin R. Lewis
Alvin Low
Edward McDevitt
Jane Rogers
Steven Toy
Dale Yee

AND FURTHER that the following resignations of non-Civil Service, part-time and temporary positions be accepted.

1422 Jr. Clerk Typist
James DeMaio
Michael Olivola

3602 FT Page
Michael Edwards

3602 PT Page
Lawrence Chang
Raymond Chang
Arthur Chin
Joseph Greven
Christian Guastella
Andrew Jin
Richard Katkov
Susan Kivisto
Rebecca Kum
Annie Ma

3602 PT Page
Cecilia Martinez
Jeanne McKinzie
Robert Ng
Kaoru Orimoto
Laura Packard
John Pizzo
Thomas Toyooka
Rafael Trujillo
Michael Valter
Dennis Wong
Linda Wong
Emery Woo
Albert Woon

3611 Library Assistant
Bayardo Chamorro